

Human Resources Board

September 2, 2014

The meeting was called to order by Chairperson Ilissa Povich at 7:32 pm in the Human Resources conference room on the second floor of Wellesley Town Hall. Present were Board members Laura Hockett, John Roslansky, Barbara Peacock-Coady and Julie Moore. Also present were Director of Human Resources Scott Szczebak and Linda Perlmutter and Arthur Goldberg, members of the Wellesley Town Government Study Committee.

The first topic was a discussion on the scheduling of meetings for the remainder of calendar year 2014. Human Resource Board members expressed which times would work best for their schedules and a discussion was had to return to early morning meetings. Meetings have been scheduled for October 3rd, November 3rd and December 1st.

The next item for discussion was a meeting with Town Government Study Committee members Linda Perlmutter and Arthur Goldberg. Ms. Perlmutter provided an overview of the Town Government Study Committee, their goals, the process they are following and a timeline. Ms. Perlmutter also provided insight on their previous meetings with Human Resources Director Scott Szczebak and former Human Resources Director Susan Adler. A discussion between all members was had about the role of the Human Resources Department in the hiring process, negotiation strategies, collective bargaining, job description analysis and collaboration between departments. A discussion was also had pertaining to Town Meeting and its scheduling, how the new consent agenda has streamlined the procedure, how deletions and changes to titles occur and the process in determining non-union compensation. Additionally, members discussed the role that Human Resources has in the Town's budget development and how they communicate and work with other Town Departments, like the School Department.

The next item on the agenda was the approval of a salary range for Human Resources Director Scott Szczebak to negotiate with a potential candidate for the Natural Resources Director. Mr. Szczebak provided the Board with an update on the hiring process and that the NRC is expected to give a candidate an offer of employment next week. Mr. Szczebak expressed concern over hiring a new NR Director at a salary lower than a direct report, and suggested a salary range above the current Director of Special Projects salary to offer the candidate. Chairperson Povich provided historical context and a brief timeline of events concerning the restructuring of the NRC. Upon a motion made and seconded, the Board voted unanimously to offer a salary between \$76,476 and \$77,855.

The next item on the agenda was a change of title of "Temporary Department Assistant" to "Department Assistant" within the General Wage Schedule. Mr. Szczebak explained that the word "temporary", as defined in the personnel guidelines, was restrictive of the time limit someone may be hired for the position and expressed concern that the title may be misleading for the eligibility of benefits. After a brief discussion, a motion was made and seconded with the Board voting unanimously to implement the change.

A discussion was then held on FY 15 assignments of the Human Resources Board liaisons to other Town Boards and Committees. After the assignments were determined, Mr. Szczebak was asked to prepare a letter to send to the various Boards and Committees announcing the liaisons.

The Human Resources Director was asked to present an update on the FY 15 departmental goals for next meeting.

Upon a motion duly made and seconded, the Ratification List was approved.

Upon a motion duly made and seconded the minutes of July 28, 2014 and June 23, 2014 were approved.

Upon a motion duly made and seconded, the Board voted to adjourn the meeting at 8:55 PM.

Respectively submitted,

Barbara Peacock-Coady
Secretary

Documents used at the meeting: agenda, document list, Town Government study questions, memo regarding NRC Director salary, minutes from May 19, 2014, resume Brandon Schmitt, 50 series pay plan, memo regarding title change, General Wage Schedule, Chapter 3 Personnel Management, FY 14 HR Board Liaisons, ratification list, minutes July 28, 2014, minutes June 23, 2014.